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100-24712 - 702 303

New Hampshire
Department of Agriculture,
Markets & Food

Lorraine S. Merrill, Commissioner

May 28, 2013

Her Excellency Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, NH 03301

Sole Source
100% Conservation
Moose Plate funds

Dear Governor Hassan and Honorable Executive Council:

REQUESTED ACTION

Authorize the NH State Conservation Committee (Committee) to enter into a sole source contract with Deirdre Brickner-Wood, 1 Colony Cove Road,, Durham, New Hampshire, 03824 (Vendor Code # 164712) for the period of July 1, 2013 through June 30, 2015, in the amount of \$66,000.00 to provide grant coordination services for the State Conservation Committee conservation number plate (moose plate) program.

Funding is available in account, Soil Conservation, as follows with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified, pending FY 14 & 15 budget approval.

Funding is available in the Conservation Number Plate account as follows:

02-18-18-184500-28600000 SOIL CONSERVATION

OBJ CLASS	ACCOUNT	FY 14	FY 15	TOTAL
102-500731	Contract – Program Services	\$33,000	\$33,000	\$66,000

EXPLANATION

The State Conservation Committee (SCC) in fulfillment of its responsibilities under RSA 432:11 and RSA 261:97-c, III wishes to renew a contract with Deirdre Brickner-Wood to perform certain tasks as enumerated in attachment Exhibit A, including SCC grant administrative support, grant assistance to county conservation districts, administration and outreach of the conservation plate grants program and other activities as identified in Exhibit A.

This contract is being offered as a renewal under the provisions stipulated on the Exhibit page of the existing contract due to expire June 30, 2013. Ms. Brickner-Wood has performed exemplary work as the SCC grant administrator during the present biennium. She coordinated a review of the grant program and implemented new processes to clarify and improve grant application and administrative procedures. The process of grant improvement is still in progress. She understands the projects that have current grant awards and has established good relationships with grant recipients. Renewing her contract results in lower operational cost through both program and process consistency. At its regular quarterly meeting on **May 16, 2013**, the SCC voted unanimously to renew the contract with Deirdre Brickner-Wood.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lorraine S. Merrill".

for Lorraine S. Merrill
Commissioner

Subject:

Contract for Grants Coordinator Services

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name State Conservation Committee		1.2 State Agency Address PO Box 3907, Concord, NH 03302	
1.3 Contractor Name Deirdre Brickner-Wood VC#164712		1.4 Contractor Address 1 Colony Cove Road, Durham, NH 03824	
1.5 Contractor Phone Number 868-6112	1.6 Account Number 28600000-500731	1.7 Completion Date June 30, 2015	1.8 Price Limitation \$66,000
1.9 Contracting Officer for State Agency Lorraine Merrill		1.10 State Agency Telephone Number 271-3551	
1.11 Contractor Signature Deirdre Brickner Wood		1.12 Name and Title of Contractor Signatory Deirdre Brickner-Wood	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>5/28/13</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] Beth K. Surrine			
1.13.2 Name and Title of Notary or Justice of the Peace Beth K. Surrine, Notary exp 8/11/15			
1.14 State Agency Signature Lorraine S. Merrill		1.15 Name and Title of State Agency Signatory Lorraine S. Merrill, Commissioner	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: _____ On: 5-31-13			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

Exhibit A Services

The work under this proposed contract will include the following:

- Issuing annual requests for proposals developed in coordination with the Committee;
- Conducting outreach to constituents annually to provide program information to potential applicants;
- Coordinating and facilitating the application review process;
- Developing state grant agreements and preparing paperwork for approval by the Commissioner of Agriculture, Markets & Food or the Governor and Council as appropriate;
- Attending Governor and Council meetings, quarterly meetings of the State Conservation Committee;
- Conducting communications with potential project applicants and current grantees to assure grant money is used efficiently and appropriately, and to provide assistance in resolving difficult or complex issues;
- Representing the State Conservation Committee on the State Conservation Number Plate Advisory Committee and preparing the annual report for the conservation plate advisory committee;
- Tracking work performed by grant recipients and assuring that project milestones are met and invoiced correctly;
- Maintaining a computerized financial record of expenditures and revenues received by the grant program;
- Reporting on the status of the grants program at quarterly SCC meetings;
- Maintaining the grant portion of the SCC website;
- Promoting and marketing the program, including posting moose plate signs at project sites; developing press releases and other media materials; and representing the State Conservation Committee in Moose Plate marketing; and
- Assisting the county conservation districts and UNH Cooperative Extension agriculture and natural resources program staff in developing grant proposals.

Exhibit B Contract Price, Method of Payment, and Terms of Payment

The contractor will submit a monthly invoice accounting for time and expenses incurred in performing services listed in Exhibit A, at the following rates: \$50 per hour, indirect expenses not to exceed 6% or \$2,000 per year, copying and other expenses reimbursed at cost, and standard IRS mileage rates.

The contractor shall detail the specific nature of the work performed when submitting time and expense invoices for payment. Payments will be made within two weeks of receipt of each invoice.

Total payments shall not exceed \$33,000 per State fiscal year (July 1 to June 30). Prior written approval from the State Conservation Committee will be required to include tasks other than those listed in Exhibit A.

Contractor Initials DFW
Date 5/27/13

Exhibit C
Insurance

The contractor is self-employed/self-insured working out of her home office. Consequently, the provisions of paragraph 14 regarding insurance are hereby waived.

Renewal

Upon satisfactory completion of the duties described in Exhibit A, and the recommendation of the State Conservation Committee, this contract may be renewed for an additional two year period with the approval of Governor and Executive Council.

Contractor Initials DBW
Date 5/27/13

New Hampshire
Department of Agriculture,
Markets & Food

Lorraine S. Merrill, Commissioner

CE: 1016529

June 6, 2011

FY 13 AQ# 128897 WU# 161070 - 68/LM
(FOR ~~\$20,000~~)
\$19,999.99

His Excellency Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, NH 03301

Dear Governor Lynch and Honorable Executive Council:

VC-164712

REQUESTED ACTION

Authorize the NH State Conservation Committee (Committee) to enter into a sole source contract with Deirdre Brickner-Wood, 1 Colony Cove Road,, Durham, New Hampshire, 03824 (Vendor Code # 47602) for the period of July 1, 2011 through June 30, 2013, in the amount of \$50,000.00 to provide grant coordination services for the State Conservation Committee conservation number plate (moose plate) program.

Funding is available in account, Soil Conservation, as follows with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified, pending FY 12 & 13 budget approval.

Funding is available in the Conservation Number Plate account as follows:

02-18-18-184500-28600000 SOIL CONSERVATION

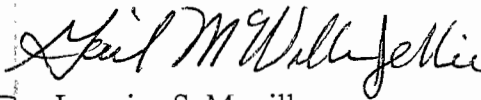
OBJ CLASS	ACCOUNT	FY 12	FY 13	TOTAL
102-500731	Contract - Program Services	\$ 25,000	\$25,000	\$50,000

EXPLANATION

The State Conservation Committee (SCC) in fulfillment of its responsibilities under RSA 432:11 and RSA 261:97-c, III wishes to renew a contract with Deirdre Brickner-Wood to perform certain tasks as enumerated in attachment Exhibit A, including SCC grant administrative support, grant assistance to county conservation districts, administration and outreach of the conservation plate grants program and other activities as identified in Exhibit A.

This contract is being offered sole source. Ms. Brickner-Wood has performed exemplary work as the SCC grant administrator during the present biennium. She coordinated a review of the grant program and implemented new processes to clarify and improve grant application and administrative procedures. The process of grant improvement is still in progress. She understands the projects that have current grant awards and has established good relationships with grant recipients. Renewing her contract results in lower operational cost through both program and process consistency. Ms. Brickner-Wood's hourly compensation rate will remain the same as it has been during the previous two years. At its regular quarterly meeting on May 19, 2011, the SCC voted unanimously to renew the contract with Deirdre Brickner-Wood.

Respectfully submitted,


for Lorraine S. Merrill
Commissioner